

TA-00, BLDG. 1317

Emergency Preparedness Plan

Introduction

POLICY:

Facility management is responsible for implementing an Emergency Preparedness Plan to protect the health and safety of Laboratory employees, ensure the safety of all Laboratory Operations, protect the environment, and safeguard Department of Energy (DOE) property.

PURPOSE:

The purpose of the plan is to:

- Provide clear and thorough planning of emergency procedures;
- Ensure that employees are properly trained to take the appropriate action for the type of emergency;
- Ensure that personnel properly coordinate and communicate actions during an emergency;
- Ensure that a written record of decisions and acquired knowledge exists, thus eliminating dependence on people who may not be present;
- Enable management to delegate specific authorities and to ensure that all persons involved understand their assignments; and
- Generate references for all employees to use during emergencies.

DEFINITION:
Emergency

An emergency is any significant deviation from planned or expected behavior or events that could endanger or adversely affect people, environment, or the property.

TA-00, BLDG. 1317

Emergency Preparedness Plan

Notification Procedure

GENERAL:

Recognition of emergencies and timely notification of these emergencies are the responsibilities of all Laboratory employees, contractors, and visitors.

Personnel discovering or reporting an emergency or incident should:

- Call 911 and stay on the telephone until released by the operator;
- Alert the building with the emergency com line;
- Ensure notification of line management;
- Ensure notification of any adjacent buildings that are immediately threatened; and
- Ensure that the Emergency Management and Response Office is notified at 667-6211. (This may also be done by using the SWAN radio located in the Group Office downstairs). (If 911 was called, EM&R will be automatically notified).
- NOTE: Do not use pull boxes for suspicious packages or to request an ambulance. Call 911.

NOTIFICATION CONTACTS:

In case of emergency, contact lists, ES&H responsibility signs, and various notification contact lists are posted throughout bldg. 1317. These lists contain phone, pager and cell phone numbers and are posted to assist individuals in determining who to best contact after the 911 or EM&R Office call has been made.

DOE O 232.1 OCCURENCES:

The Emergency, Management and Response Office (667-6211) must be immediately notified of occurrences that fall under DOE Order 232.1 criteria. If you are unfamiliar with these criteria, notify Emergency Management and Response and they will contact the Occurrence Investigation Group (ESH-7).

The Emergency Management & Response Office will notify the Environment, Safety & Health Occurrence Investigation Group for assignment of a facility representative & an investigator.

Emergency Preparedness Plan **Notification Procedure/Training**

Using the Los Alamos National Laboratory Occurrence Reporting Implementing Procedures to Department of Energy Order 232.1, Facility Managers or their designees (with the assistance from the Occurrence Investigation Group) are responsible for timely identification, categorization, notification, and reporting of occurrences.

General emergency response training will be provided annually to all employees. The objectives are:

- To provide initial and annual training;
- To provide specialized training to employees with respect to their responsibilities;
- To inform employees about changes in plans and procedures;
- To inform personnel of any weaknesses detected and/or lessons learned during drills and exercises; and
- To emphasize the importance of teamwork during an emergency.

To meet the training objectives listed above, employees receive instruction on when and how to:

- Interpret emergency information posted on facility floor plans;
- Evacuate a building during an emergency;
- Alert building by using emergency com line;
- Operate fire extinguishers;
- Call 911;
- Evacuate through emergency exits and perimeter fence gates;
- Shelter in place;
- Locate assembly points;
- Reenter a building/area after an emergency;
- Contact appropriate Laboratory personnel, and
- Report emergencies and unusual occurrences.

TA-00, BLDG. 1317

Emergency Preparedness Plan **Emergency Evacuations**

POLICY:

The best response to an emergency is a prepared response. Emergency evacuation plans are maintained to ensure that employees have practical emergency skills, expertise and response capabilities.

GUIDELINES:

When and if an evacuation is necessary, management encourages its employees to follow the basic evacuation guidelines listed below:

- Stay calm and be cooperative, even in drills;
- Immediately stop work and turn off all electrical and other noise making equipment; - If time and safety allows.
- Turn off your terminal and lock your desk only if it can be done quickly; otherwise, leave them alone. Your safety is more important;
- Leave beverages at your desk; spills in the hallways create slipping hazards and increase the risk to yourself and others;
- Take your coat, keys to your car and your purse; - If time and safety allow, you may need these later.
- Leave the building immediately through the nearest exit and have a second exit planned in case the first one is blocked;
- When approaching a doorway in the building, make sure that you first touch the door and handle before opening it to test if it is hot.
- Do not run – a fast walk is safer;
- Go to your designated assembly area, check in with the assembly point leader, and await further instructions; and
- Do not smoke, even at the assembly area. Smoking is not permitted at any time during a building evacuation.
- Do not return to your work area until notified by the Incident Commander or your assembly point leader, who obtains permission from the Incident Commander. When you do return, enter by the means appropriate, not necessarily by the exit that you used.

EVACUATION ROUTES AND ASSEMBLY AREAS:

Evacuation floor plans are posted in strategic locations throughout the building that clearly identify evacuation routes and assembly points. See attached Assembly Area information.

TA-00, BLDG. 1317

Emergency Preparedness Plan

Emergency Evacuations

EMPLOYEE RESPONSIBILITIES:	<p>To ensure safe and effective emergency evacuations and that all employees are accounted for, employees are required to:</p> <ul style="list-style-type: none">• Know where evacuation maps are posted;• Be familiar with evacuation routes and assembly areas;• Sign out and/or notify the appropriate personnel when leaving the group area or building;• Assist disabled employees and visitors out of the building; and• Go to the designated assembly point during an evacuation and report to the person-taking roll. Stay at the assembly point until released by the Incident Commander or their designee.
SUPERVISOR RESPONSIBILITIES:	<p>During emergency evacuations, supervisors are responsible for:</p> <ul style="list-style-type: none">• Knowing what hazards exist (i.e., types of hazardous material) in the building at the time of the emergency;• Knowing where their employees are during the emergency;• Taking employee rosters to assembly points;• Assisting disabled employees and visitors out of the building;• Taking roll call from employee rosters to ensure that all their employees are accounted for; and• Providing assistance to emergency response teams if requested to.
ACCOUNTABILITY PROCEDURE:	<p>All building personnel should report to their designated assembly area upon evacuating the building if possible. At the assembly area the supervisor or assembly point leader (Group Leader, Team Leader or Acting) should have a copy of their rosters and roll call should be taken of who is present. This includes visitors and crafts people. A sign-in roster should be available for these individuals. If not, they should have an escort with them while they are in the area. This information should then be relayed to the facility representative at the Incident Command Post.</p>
DISABLED EMPLOYEE PROCEDURE:	<p>Any employee or visitor having a disability, permanent or temporary, which should hinder their timely evacuation, must notify their supervisor or escort. The supervisor is responsible for assigning a co-worker(s) and alternate(s) to assist the employee or visitor during the evacuation. If emergency responder assistance is required, the assigned assistant is responsible for immediately notifying the supervisor or assembly point leader so personnel and equipment can be requested through the Incident Commander.</p>

TA-00, BLDG. 1317

Emergency Preparedness Plan **Emergency Evacuations**

SWEEP TEAMS:

When the emergency com line sounds, the group is aware that whomever sees the flags and feels comfortable will sweep the area(s) they are in and ensure that all personnel are safely evacuated and adequately distanced from endangered facilities during emergency situations.

Sweep results should be reported immediately to the Assembly Point Leader and then relayed to the Incident Commander. Employees must have comprehensive knowledge of the evacuation routes and evacuation plans for the building.

All employees meet when necessary to discuss changes (if any exist) in evacuation plans and to remind team members of specific duties.

DRILLS:

Planned emergency evacuation drills, either announced or unannounced, are scheduled to test, develop, and/or maintain a specific emergency response capability.

It is the responsibility of each Division Leader to see that each group conducts yearly exercises or drills. Group Leaders, in conjunction with Building Managers and Division ES&H Specialists, are responsible for conducting exercises or drills for their building(s).

These exercises must be coordinated through the Emergency Management and Response, and a Facility Management Rep. Unannounced exercises may be held only with prior knowledge of the appropriate Division Leaders(s) or EM&R and FSS/FP.

SHELTER IN PLACE:

Shelter in place is an action to reduce the possibility of exposure to airborne hazards by moving indoors and staying there until the emergency has passed or until the emergency has passed or until further instructions have been received from emergency personnel.

TA-00, BLDG. 1317

Emergency Preparedness Plan **Emergency Evacuations/Credible Emergencies**

SHELTER IN PLACE con't:

- Upon advisement to shelter in place (by the Incident Commander, Facility Manager or designee;), proceed to the designated shelter in place area.
- Close all windows, doors and lock doors;
- Turn off all ventilation equipment requiring outside air if this does not create additional hazards.

While enroute, place a handkerchief or cloth over your mouth and nose to prevent inhalation of contaminants.

The entire building may be used to shelter in place.

CREDIBLE EMERGENCIES- POLICY:

Credible emergencies are those major emergencies involving a potentially serious threat to the health and safety of personnel or to facilities, equipment, records or the environment.

Credible emergencies that could occur are:

- Bomb threat;
- Chemical release;
- Civil disturbance or disobedience;
- Earthquake;
- Explosion;
- Fire;
- Kidnapping or hostage threat;
- Medical illness or injury;
- National civil defense emergency;
- Off-site emergency;
- Release of cryogenic material;
- Release of radioactive material;
- Release of toxic gas;
- Sabotage;
- Severe storms;
- Terrorist attack;
- Trucking accident;
- Utility failure; or
- Vehicle accident

TA-00, BLDG. 1317

Emergency Preparedness Plan **Credible Emergencies**

EMPLOYEE RESPONSES:

If a credible emergency exists in the building, employees must take action appropriate to the type of emergency.

Such actions may include calling 911, notifying the emergency response personnel about the emergency, notifying the supervisor and evacuating the building. A timely response would minimize adverse effects that could reasonably occur at the site.

See attached Emergency Response Procedures for exact procedures on responding to each type of credible emergency.

All reentry actions conducted prior to the termination of the emergency must be authorized by the Incident Commander with concurrence by the Emergency Director (if the Emergency Operations Center is activated).

The first reentry following an emergency is made by the emergency response team. This reentry is a planned activity that is conducted to determine or verify the status of the building's condition. Emergency response reentry teams must complete various tasks before approval is given for termination of the emergency.

Laboratory employees, contractors, and visitors are not allowed to reenter the building without approval of the Incident Commander or designee.

TA-00, BLDG. 1317

Evacuation Routes/Assembly Areas/Sweep Teams

Evacuate through the nearest exit:

See attached evacuation maps. All maps have accurate emergency escape routes and show locations of fire extinguishers in building. If you are unfamiliar with the building, please notify the Group Office for a tour immediately.

Assembly area:

The assembly area for BUS-6 is located directly across the street (DP Road). ***Be advised*** caution needs to be taken with traffic while attempting to cross the road. Roll will be taken at this area to ensure everyone is accounted for.

Sweep Team Assignments:

Sweep teams are not assigned but on a volunteer basis. If you are comfortable performing a sweep in your area you are encouraged to do so. Training will be provided to the entire group at a Group Meeting and refreshers will be done periodically.

TA-00, BLDG. 1317

FIRE

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Alert entire building of fire by using emergency com line.</p> <p>Call 911 as soon as practical. Give as much information as possible about the nature of the emergency.</p> <p>Notify your supervisor or line manager and/or the Building Manager.</p> <p>Assist anyone who may be lost, injured or incapacitated. Unless the injured person's life is threatened, do not move that person. Do this only if it can be done safely and without subjecting yourself to any other hazards.</p> <p>Assemble in the designated area and wait for roll call.</p> <p>If possible, remain in the area to direct emergency vehicles.</p> <p>Advise the Incident Commander of any hazards in the area.</p> <p>Use a fire extinguisher if you are trained, can do so without endangering yourself, and you feel comfortable using it.</p> <p>If you decide to use a fire extinguisher, ensure that your exit path is clear.</p> <p>NOTE: If you extinguish the fire with a fire extinguisher EM&R must still be contacted at 667-6211 and the incident reported.</p>	<p>Evacuate through the nearest exit and report to our designated assembly area, which is across the road (DP Road) in the dirt parking lot.</p> <p>Remain at assembly area until notified by the Incident Commander or designee.</p> <p>Do not reenter the building or allow anyone else to enter the building until the Incident Commander or designee gives the approval.</p> <p>NOTE: Always evacuate through nearest exit or fire door if the hazard is not in this area. Use secondary exit if necessary.</p> <p>BE SURE TO WATCH OUT FOR TRAFFIC WHILE CROSSING THE ROAD.</p>

TA-00, BLDG. 1317

MEDICAL ILLNESS OR INJURY

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Dial 911 if it is an emergency, and provide emergency operator with the information requested.</p> <p>Aid victims if you are properly trained and equipped for rescue operations and if rescue is possible without undue risk to your personal safety.</p> <p>Take measures necessary to prevent further damage or injury.</p> <p>Report the emergency to the appropriate supervisor as soon as possible. Notify contract personnel services as soon as practicable.</p> <p>All employees who suffer from an injury or illness must report to Occupational Medicine, ESH-2, or a nearby medical facility as appropriate.</p> <p>During normal work hours, contact the Environment, Safety and Health Division (ESH) at 7-7878. After normal working hours, call 7-4437.</p>	<p>Send someone to meet the ambulance.</p>

TA-00, BLDG. 1317

BOMB THREAT

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Be calm. Pay attention to the information the caller gives. Do not interrupt or antagonize the caller.</p> <p>DO NOT put the caller on hold.</p> <p>Follow instructions on the Bomb Threat Checklist found by going into Netscape and under Phone Book go to Bomb Threat Checklist, (see attachment), http://www.lanl.gov/internal/emergency/bombthreat.html.</p> <p>Attempt to keep the call on the line as long as possible.</p> <p>Signal another person and write them a note saying that you have a bomb threat caller on the line.</p> <p>The other person should immediately call 911 and advise emergency personnel of the conversation and the phone number at which it was received. Emergency personnel will notify other services.</p> <p>Notify the supervisor and/or building personnel and the building manager.</p> <p>The other person should join you on the line (if possible) and also take notes of the conversation.</p> <p>Do not use two-way radios (e.g., "Handie Talkies"). Radio signals can detonate a blasting cap.</p> <p>If instructed to evacuate, walk calmly to the nearest exits. Do not run. DO <u>NOT</u> pull a fire alarm to initiate evacuation.</p> <p>Leave doors and windows open.</p> <p>Assemble in the designated area and wait for roll call.</p> <p>Be alert for anything that looks out of place or different from normal (unidentified packages, unclaimed briefcases, etc.).</p> <p>DO NOT TOUCH ANYTHING!</p> <p>Note the location of the item.</p> <p>Advise the Incident Commander of any suspicious packages or other items.</p>	<p>Evacuate through the nearest exit or fire door. Assemble at designated area.</p> <p>A determination will be made whether or not another muster area is needed, depending on the distance of the possible hazard, by the Incident Commander or designee.</p> <p>Remain at assembly area until notified by the Incident Commander or designee.</p> <p>NOTE: Always evacuate through nearest exit or fire door if the hazard is not in this area. Use secondary exit if needed.</p>

TA-00, BLDG. 1317

EXPLOSION

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Notify supervisor, building personnel and/or building manager through emergency com line.</p> <p>Evacuate to the designated assembly area.</p> <p>Call 911. Give as much information as possible about the nature of the emergency.</p> <p>Assist anyone who may be lost, injured, or incapacitated. Unless the injured person's life is threatened, do not move that person. Do this only if it can be done safely and without subjecting yourself to other hazards.</p> <p>Use a fire extinguisher if you are properly trained to do so, can do so without endangering yourself and feel comfortable with this action. Always fight the fire with your back to the exit.</p> <p>Assemble in the designated area and wait for roll call.</p> <p>Advise the Incident Commander of any hazards in the area.</p>	<p>Evacuate through the nearest exit or fire door. Assemble in designated area.</p> <p>Designated areas will change to further distances because of the possible hazards associated with explosions. These areas may consist of distances over 400 feet from the area.</p> <p>Remain at assembly area until notified by the Incident Commander or designee.</p> <p>NOTE: Always evacuate through nearest exit or fire door if the hazard is not in this area. Use secondary exits if necessary.</p>

TA-00, BLDG. 1317

RELEASE OF RADIOACTIVE MATERIAL

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Evacuate the affected area. This may be done by using the emergency com line.</p> <p>Call EM&R at 667-6211. Give as much information as possible about the nature of the emergency.</p> <p>If 911 is called or the fire alarm has been pulled, send someone to meet the emergency responders prior to them entering the building.</p> <p>Notify your supervisor and/or building personnel such as the Building Manager.</p> <p>Minimize the spread of contamination by roping off the area and keeping people away.</p> <p>Assist anyone whom may be lost or incapacitated. Unless an injured person's life is threatened, do not move that person. Do this only if it can be done without exposing yourself to the hazard.</p> <p>If possible, remain in the area to direct emergency vehicles.</p> <p>Advise the Incident Commander if you know the type of hazardous release.</p> <p>Assemble in the designated area and wait for roll call.</p>	<p>Evacuate through nearest exit or fire door. Assemble in designated area.</p> <p>NOTE: Always evacuate through nearest exit or fire door unless the hazard is in this area. Use secondary exit if necessary.</p> <p>Remain in area until released by the Incident Commander.</p>

TA-00, BLDG. 1317

RELEASE OF TOXIC GAS/CRYOGENIC MATERIAL

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Evacuate the affected area. Do this by using the emergency com line. If 911 is called, emergency responders must be notified of the hazard prior to them entering the building.</p> <p>Stay up wind from gas release if outside.</p> <p>Call EM&R at 667-6211 and give as much information as possible about the nature of the emergency. (This step may be omitted if 911 was called).</p> <p>Notify your supervisor and/or building personnel such as the Building Manager.</p> <p>Assist anyone who may be lost or incapacitated. Unless an injured person's life is threatened, do not move that person. Do this only if it can be done safely and without exposing yourself to other hazards.</p> <p>If possible, remain in the area to direct emergency vehicles. Notify them of the hazards before they enter the building.</p> <p>Advise the Incident Commander if you know the type of hazardous release. Provide them the MSDS of the material released if it is available.</p> <p>Assemble in the designated area and wait for roll call.</p>	<p>Evacuate through nearest exit or fire door. Assemble in designated area upwind from the release.</p> <p>Shelter in place may be determined by the Incident Commander or designee. Follow the instructions given to you.</p> <p>Remain at assembly area until notified by the Incident Commander or designee.</p> <p>NOTE: Always evacuate through nearest exit or fire door if the hazard is not in this area.</p>

TA-00, BLDG. 1317

HAZARDOUS LIQUID/CHEMICAL RELEASE

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Evacuate the affected area.</p> <p>Cordon off area, if possible.</p> <p>Call 911. Give as much information as possible about the nature of the emergency.</p> <p>Direct someone to meet emergency responders prior to them entering the building and inform them of the nature of the emergency.</p> <p>Notify your supervisor and/or the building personnel such as the Building Manager and Safety Representative.</p> <p>Assist anyone who may be lost or incapacitated. Unless an injured person's life is threatened, do not move that person. Do this only if it can be done safely without subjecting yourself to exposure of the other hazards, then render aid.</p> <p>If possible, remain in the area to direct emergency vehicles.</p> <p>Advise the Incident Commander if you know the type of hazardous release. Provide copies of the MSDS' if available.</p> <p>Stay up wind from the release. Wind direction will be determined by the Incident Command Post, unless a windsock is available.</p> <p>Assemble in the designated area (or alternate assembly area if necessary) and wait for roll call.</p> <p>If necessary, follow Shelter in Place procedures.</p>	<p>Evacuate through the nearest exit or fire door. Assemble at designated area.</p> <p>These areas should be upwind from the release. The Incident Command Post can help determine alternate muster areas upwind from the release.</p> <p>Remain in the assembly area until the Incident Commander or designee gives the "all clear" signal.</p> <p>NOTE: Always evacuate through the nearest exit or fire door.</p>

TA-00, BLDG. 1317

GOVT. TRUCKING ACCIDENT

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Stop immediately.</p> <p>Ensure hazardous material control. Immediately notify EM&R at 667-6211 first, unless 911 is needed immediately for fire or injury. EM&R will contact all other appropriate groups and responders.</p> <p>Report off-site accidents and those involving injury immediately to the Los Alamos Police Department. Report off-site accidents outside Los Alamos County immediately to the State Police.</p> <p>Immediately notify the appropriate managers.</p> <p>Provide transportation papers to Emergency Response Team.</p> <p>If a transport vehicle breaks down during the transportation of waste, contact your supervisor and request assistance without leaving the vehicle unattended.</p> <p>Place emergency equipment around vehicle.</p> <p>Report the following to Emergency Management and Response Team (EM&R) even though injury, illness, or property damage did not occur.</p> <p>Significant “near misses” that could have caused serious injury or illness, property damage or programmatic impact;</p> <p>Failure of a safety system; A significant spill or release of toxic materials; Failure of a pressure vessel or system; and An electrical shock that could have been lethal.</p>	<p>Follow recommendations in the current edition of the Emergency Response Guidebook.</p> <p>NOTE: If calling 911 from a cellular phone, be sure to clarify to the operator the city and further locating information of the accident. Most cell phone calls to 911 are routed to the city where the phone was programmed.</p>

TA-00, BLDG. 1317

GOVT. VEHICLE ACCIDENT

WHAT SHOULD I DO?	WHERE DO I GO?
<p>Stop and aid the injured.</p> <p>Immediately call EM&R a 667-6211 if on Laboratory property. Call 911 or local police if off-site or if injuries are involved. Notify appropriate managers as soon as possible.</p> <p>List name, address and injuries of people hurt.</p> <p>Record license number, description, and damage to other vehicle or property.</p> <p>Obtain name and address of drivers and witnesses.</p> <p>Assist EM&R, police and other parties, but do not admit liability or offer to pay for damages.</p> <p>Do not discuss the accident with others, with the exception of the Police, Risk Management office, GSA or your insurance agent when applicable.</p> <p>If there are not injuries or damage to private property, report the accident to GSA at 5-0635 and the Risk Management Office at 7-3848 within 24 hours.</p>	<p>NOTE: If calling 911 from a cellular phone, be sure to clarify to the operator the city and further locating information of the accident. Most cell phone calls to 911 are routed to the city where the phone was programmed.</p>